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Report of the RECORDS CENTER BRANCH for the week ending 23 December 1953

At [ ] request, the Center received for storage approximately one hundred cubic feet of NIS material returned by the Air Force. It is understood that two more shipments of about the same volume will be received.

Erection of one hundred sections of steel shelving was completed on December 22, and a work order is being prepared for bracing. This new shelving provides space for the storage of six thousand cubic feet of records.

[ ] of OCD has requested that the National Archives be contacted in connection with a "need to know" survey. The Cartographic Records Branch in that Agency is the office concerned.

In compliance with the memo of 15 December 1953 from the Chairman, NIS Committee, the Center is now changing security classifications on certain NIS publications prior to distribution.

Chief, Records Center Branch

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GENERAL SERVICES  
OFFICE OF THE CHIEF

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Report for week ending 23 December 1953 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Progress on the Writer's Guide is continuing. Devoted time to research and writing during three trips to the Library of Congress and one trip to the CIA Library. Obtained material on the copyright laws since the proposed guide will frequently refer to other publications. Picked up four sketches of promotional material from Graphics Registry.
2. Drafted the final two sections of the brochure "An Introduction to Reports Management." Completed rough pencil sketches of the illustrations for these sections. A typed draft of the brochure should be available for review shortly after the first of the year.

Chief, Reports and Correspondence  
Management Branch

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Report for week ending 23 December 1953 from MACHINE RECORDS BRANCH

**Administrative:**

The personnel of Machine Records Branch wishes the Chief, General Services Office and all administrative personnel "a very Merry Christmas and a Happy New Year".

**Operational:**

Unvouchered Accounting - Two new monthly reports beginning this month, are being furnished the Accounting Section. These two reports, "Current Cost, This Month's Activity" and "Accumulative Cost to Date" were requested by the Comptroller's Office through the Unvouchered Accounting Section.

Personnel - Discussions have been held with representatives of the Personnel Office concerning the possibilities of furnishing Position Control Listings in lieu of the present T/O listings. If possible they would like to adopt this plan beginning 15 January 1954. Machine Records Branch is studying schedules and operational time to determine if this plan can be adopted as of this date.

                      
Chief, Machine Records Branch

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## APPENDIX B

Week ending 24 December 1953

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	4,384	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	7,029	5,064
Outgoing	10,083	6,537
b. Postage expended	\$816.95	\$800.12
c. Scheduled courier trips	305 *	240
d. Special courier trips	105	55.3
e. Inter-Agency mail by courier		
Incoming	1,230	956
Outgoing	956	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	0	-
g. Use of Motor Pool Vehicles:		
Available	0	-
Available but delayed	0	-
Not available	0	-

\* Due to the rearrangement of some of the Special and scheduled trips, we have come up with a daily total of 61 scheduled trips. They are as follows:

Shuttle A - 6	FI, TA/PM-FI - 2
Shuttle B - 6	Pouch Run-OLI - 2
Reprod. #1 - 6	5 PM-Admin - 1
Reprod. #2 - 5	Crash Run - 1
Post Office - 4	Records Center - 4
Cables - 8	Reprod. #3 - 6
City Del. - 2	Logistics - 4
Pentagon - 4	Total - 61

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Report for week ending 24 December 1953 from  
RECORDS DISPOSITION BRANCH

MEDICAL OFFICE

The approved records control schedule for this office was handed to [ ] on 18 December. Disposal authorizations will be developed promptly; retirements actions have been planned and will be carried out within the next week. The files planing activity is in the development stage.

GENERAL COUNSEL

Discussions with [ ] Pforzheimer and other staff members of this office reveal a definite need for more adequate reference service on the valuable documents created and maintained in their files. The developments of systems is therefore the primary target on this project.

TRANSFER OF TOP SECRET DOCUMENTS

An inspection of the Records Center by [ ] of OCD reveals that some special facility within the Center will be necessary before these documents are transferred. Negotiations are being continued.

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Chief, Records Disposition Branch

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